day month year

03 941 8999

53 Hereford Street  
Christchurch 8013

PO Box 73013  
Christchurch 8154

**ccc.govt.nz**

Name

Address line one

Address line two

Address line three

Christchurch XXXX

Dear +

Incomplete application for resource/subdivision consent/change of conditions – RMA/ + - Address

Thank you for your application for resource consent/subdivision consent/to change the conditions of an existing resource consent for +. *This template is for LUC, SUB and 127 applications only - use* [*P-508*](trim://18/428565?view)*c instead for other application types where s88 does not apply*

I have carried out an initial check of your application to ensure that it is complete and contains the information required by section 88 and Schedule 4 of the Resource Management Act.

Unfortunately we are unable to accept your application in its current form because it does not contain the following information:

1. + *e.g. An assessment of environmental effects of the proposal. It may be useful to consider the relevant matters of control/discretion in the District Plan as a guide. These can be found in Clause + of the District Plan. Attach or copy and paste the relevant matters if appropriate.*
2. +
3. +
4. +

**Please resubmit your application in full, including the missing information, via our** [Online Services](file:///C:\Users\robsonga\AppData\Local\Micro%20Focus\Content%20Manager\TEMP\HPTRIM.1388\onlineservices.ccc.govt.nz) **portal or by email to** [resourceconsentapplications@ccc.govt.nz](mailto:resourceconsentapplications@ccc.govt.nz).

The resubmitted application will be given a new RMA number and a new deposit invoice will be issued for that number.

If there is any of the original deposit remaining (taking into account the costs incurred in receiving the incomplete application and carrying out the acceptance check), you will receive a refund. Alternatively, if the costs of receiving and returning the application exceed the original deposit we will send you an invoice for those additional costs.

You are entitled to object to the Council’s decision not to accept your application, under section 357 of the Resource Management Act. If you do wish to object then your objection must be made in writing, including reasons, and sent to the Council within 15 working days of the receipt of this letter.

Please note that at this stage we have only carried out an initial acceptance check to ensure that the application contains sufficient information to commence processing. When your application has been resubmitted a full assessment will be carried out, which may identify the need for further detailed information.

If you have any queries in relation to this letter, or about the information that needs to be supplied as part of your application, please contact me.

Yours sincerely

[insert signature with name and position title]

**Delegated Officer:**

[insert signature]

**c.c.** Applicant’s name and email address, if submitted by agent